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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

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Request Notification of Change

(NASA Only)

**Subject: NASA Environmental Management System**

**Responsible Office: Environmental Management Division**

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## Appendix A: Definitions

A.1. Acceptable State-Sponsored EMS Recognition Program--an acceptable State-sponsored EMS recognition program must involve, at a minimum, equivalent requirements such as those for EMS Declaration of Conformance.

A.2. Annual EMS Review--a review of a Center EMS following EMS audit principles and techniques.

A.3. Competence--a demonstrated ability to apply knowledge and skills (training, education, and experience) defined by the organization as appropriate for all personnel whose work may be associated with an environmental aspect or who are designated as internal auditors.

A.4. Component Facility--a secondary NASA installation reporting to, but possibly geographically separated from, the primary NASA field entity, a NASA Center.

A.5. Continual Improvement--the recurring process of enhancing the EMS in order to achieve improvements in overall environmental performance in line with NASA environmental policy and the NASA Vision and Mission.

A.6. Declaration of Conformance--an assessment by the appropriate senior manager who is accountable for implementation of the EMS and ensures that an EMS is fully implemented as established by requirements of the instructions for implementing EO 13423. The responsible manager shall ensure that the assessment includes results of a formal EMS audit by a qualified party outside the control or scope of the EMS.

A.7. Document--electronic, written, or printed information, policy, requirement,

procedure, or guideline that requires regular review or maintenance.

A.8. EMS Documentation--EMS documents specified in this NPR (Appendix C).

A.9. Environmental Management System (EMS)--a system that incorporates people, procedures, resources, responsibilities, and work practices in a formal structure to address the development, implementation, achievement, and review of the environmental policy.

A.10. EMS Audit--a systematic, documented, and periodic verification process for objectively obtaining and evaluating evidence to determine whether an organization is conforming to its EMS and for communicating the results of this process to management. The environmental management portion of EFRs and Center internal annual EMS reviews are forms of EMS audits. The results of the environmental management portion of an EFR can be used to support a Declaration of Conformance.

A.11. EMS Cross-Functional Team--personnel, representing a cross section of the organization, who assist with the development, implementation, maintenance/operation, and continual improvement of the Center EMS, with roles and responsibilities defined by Center management. The team may consist of procurement, legal, budget, facility, energy management, vehicle fleet management, environmental management, technical support, and other personnel, as appropriate, to implement NASA environmental policy, sustainable practices, and this NPR.

A.12. EMS Record--a record that has been identified as pertaining to the EMS.

A.13. EMS Representative--the NASA individual who manages the EMS and is responsible for reporting to Senior Management and the NASA HQ Environmental Management Division on EMS performance and the results of EFRs, audits, and management reviews.

A.14. Environmental Aspects--elements of NASA's activities, products, or services that can interact with the environment. Environmental aspects constitute the elements of NASA's activities, products, or services over which NASA has control, and which it can manage.

A.15. Environmental Compliance Evaluation--a systematic, documented, and periodic verification process for objectively obtaining and evaluating evidence to review operations and practices related to meeting environmental, regulatory requirements and for communicating the results of this process to management. The compliance portion of EFRs and Center reviews of compliance are forms of environmental compliance evaluation.

A.16. Environmental Functional Review (EFR)--a functional assessment, led by the HQ Environmental Management Division, of environmental management, compliance, and related activities at a NASA Center. EFRs are conducted in accordance with NPD 1210.2, NASA Surveys, Audits, and Reviews Policy, and are a form of Survey, Audit, and/or Review (SAR), as defined therein.

A.17. Environmental Impact--any change to the environment, whether adverse or beneficial, wholly or partially resulting from NASA's activities (past, present, or future), products, or services. Environmental impacts are changed by the management of environmental aspects. Environmental impacts may occur as a result of normal, abnormal, or emergency situations.

A.18. Environmental Management Program--programs that are established, implemented, and maintained in order to achieve the organization's objectives and targets.

A.19. Environmental Objective--an overall environmental goal, arising from the environmental policy, that NASA sets for itself to achieve and that is quantified where practical.

A.20. Environmental Target--a detailed performance requirement, quantified where practical and applicable to NASA, that arises from the environmental objectives and that needs to be set and met to achieve those objectives.

A.21. External EMS Recognition Program--includes the ISO 14001 and/or an acceptable State-sponsored EMS recognition program.

A.22. ISO 9000--a series of international quality management system standards developed by quality experts from around the world for use by organizations that either want to implement their own in-house quality systems or want to ensure that suppliers have appropriate quality systems in place. The standards were developed under the auspices of ISO, one of the world's principal voluntary standards development bodies.

A.23. ISO 14000--a series of environmental management standards developed by ISO. The ISO 14000 standards are designed to provide an internationally recognized framework for environmental management, measurement, evaluation, and auditing. The standards are designed to be flexible enough to be used by any organization of any size, in any field.

A.24. Legal and Other Requirements--those requirements that NASA or a Center is regulated to or has committed to meeting. Legal requirements include Federal, State, and local laws, regulations, ordinances, or policies to which NASA is subject under Federal law; Office of Management and Budget circulars; Executive orders; enforceable Agency agreements; contractual obligations; and international obligations. Other requirements include internal standards, voluntary Agency agreements, Presidential initiatives, industry codes or practice, and non-regulatory guidelines.

A.25. NASA Online Directives Information System (NODIS)--an Internet application used for creating NASA directives and for automating the coordination/clearance process. Approved NASA directives are maintained in NODIS, enabling users to retrieve, view, and print NASA directives electronically.

A.26. Noncompliance--a failure to meet an applicable legal or other requirement.

A.27. Nonconformance--a failure to meet a NASA or Center EMS-specified requirement.

A.28. Operational Controls--measures taken to accomplish the following: manage environmental aspects; mitigate adverse environmental impacts or secure beneficial environmental impacts; and manage NASA environmental policy and compliance activities. These may include training, communication, procedures and practices, monitoring and measurement activities, and the installation and operation of physical structures or equipment.

A.29. Operational Control Procedures--documented procedures in place to accomplish the following: manage high-priority environmental aspects; mitigate adverse environmental impacts or secure beneficial environmental impacts; and manage NASA environmental policy and compliance activities.

A.30. Record--an electronic, written, or printed object that provides evidence of what was done or has occurred in the past.

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